



## Move Out Instructions and Security Deposit Return Form

First of all, thank you for being a resident of Venice Properties! We sincerely hope that you enjoyed your stay while living in our home. We work hard to ensure that you have the best living experience possible, and we hope that this has been true for you.

### **Deposit Return Form:**

Your Security Deposit will be sent to you within thirty (30) days of the expiration of your lease agreement pursuant to Ohio Lease Law. We will mail the Security Deposit Return (SDR) to the ONE forwarding address you provide to us in writing. **Please submit a completed and signed Deposit Return Form (attached) by email to [housing@veniceprops.com](mailto:housing@veniceprops.com) to receive your security deposit return.** The security deposit will be held until we receive a forwarding address as per Ohio Lease Law. Enclosed with the check will be a detailed itemization of all deductions against your Security Deposit, if any. **One single check will be issued to the resident on the security deposit return form, and can only be someone that had a valid lease contract with Venice Properties for that lease term.**

### **Keys:**

In order to receive credit for your exterior door keys, you must leave them in the kitchen of your unit by midnight of the day your lease expires. Please put the keys in one envelope and leave it on the kitchen counter. Please use one copy of the key to lock the front door and place that single key in the mailbox. **NOTE: BEDROOM KEYS SHOULD BE LEFT IN YOUR BEDROOM LOCK!** Failure to return any of your keys will result in a rekey charge of \$150.00 per lock as per your lease. Note: We have a very strict policy on keys and failure to properly turn in your keys could be very costly! We realize this policy sounds strict, but it is a penalty that reinforces our highest possible safety standards. Please know that if you follow the rules, you will not have to pay anything.

You must vacate your apartment no later than 11:59pm July 31<sup>st</sup> and no holdovers will be allowed! When you vacate, make sure your thermostat is on the cold setting with the fan in the on position and the temperature set at 72 degrees.

**This document is designed to help you to minimize deductions from your Security Deposit. If you follow the guidelines you will significantly minimize the chance that you will be charged for damages when your Security Deposit is returned.**

### **What we expect from you:**

#### 1. Carpet and Hardwood Floors

- Vacuum your carpet thoroughly. If you notice that your carpet is still abnormally dirty after vacuuming, you should hire a professional company to do the carpet cleaning. Remember damage to carpet caused by cigarettes, irons, bleach, chewing gum, acetone, peroxide, and red dye #2 (Kool-Aid) cannot be rectified, therefore it will need to be replaced. Stains, burns or gum spots will result in charges for replacement. If you pay to have the carpets commercially cleaned, please email a scanned copy of a receipt showing that you paid for the carpet cleaning. Please note that if they did not do a good enough job, or if the carpets have been damaged beyond cleaning, you may be charged for cleaning or replacement even if you paid for professional cleaning.
- If you have hardwood floors, they must be swept and mopped; do not use wax or Murphy oil soap. If you have a wet/dry shop vacuum, suck up the water off the floor after mopping. The water can be very dirty and will leave the floor dirty after it dries.
- Be very careful not to scratch your wood floors when moving your furniture in and out.
- The floor vents should be vacuumed with a shop vacuum.
- All gum should be scrapped from all tile and hardwood floors.

#### 2. Walls

Return your unit without the walls being all marked up. If you have lived in the same unit for more than one-year, this will be taken into account. However, if your walls are abnormally marked up, stained, or if you have smoked in

the home, you will be billed for repainting. Wiping down your walls, doors, baseboards, and trim thoroughly with a rag and cleaner (or a magic eraser) will remove many black marks and smudges; however, it will not remove gouges, holes, nicks or scratches, or smoke stains (obviously). Be careful not to wipe too hard or you will take the paint off of the wall. The methods mentioned above will not clean heavy grime, smoke stains, or black marks resulting from bicycle tires or shoe prints on the living room, hall or bedroom walls and they will be repainted at your expense. **We highly recommend that you do not repaint your walls as most of the time the paint job is unsatisfactory and it ends up getting billed back to the resident anyways.**

### 3. Drywall

You will be charged for any wall holes larger than a small nail hole. You will also be charged for removal of nails, hangers, and adhesive residue (such as Bluetack) from any wall or trim surface so please remove these if you do not want to be charged. Rooms with thumb tacks or nail holes in excessive numbers will result in a spackling charge.

**We highly encourage you not to try to fix drywall holes as most of the time the repair is unsatisfactory and it ends up getting billed back to the resident anyways.**

### 4. Kitchens

- Clean the food splatters off the cabinets, the doors in and near the kitchen, the baseboards and the toe-kicks under the appliances and cabinets.
- For granite countertops do not use store cleaners. You should use soapy water only.
- Scrub the floor clean, it must be smooth to the touch, not sticky. If you have a tile floor try using a scour pad (SOS pads) for heavy stains and then mop it. If you have a wet/dry shop vacuum, suck up the water off the floor after mopping. The water is very dirty and will leave the floor dirty after it dries
- Wash any food splatters and/or spills on the walls. It will be the heaviest near the stove and refrigerators. There will be splatters on the wall between the countertop and the wall cabinets; you need to clean it too.
- The night before you're going to clean, make sure you thoroughly spray your oven including underneath the range burners, drip pans, broiler and oven racks with Mr. Muscle or Easy-off oven cleaner (be careful not to get any of these cleaners on the outside of the oven since they can very easily eat through the paint). Most ranges are made so that the top part lifts up which makes it very easy to get in underneath the burners and drip pans and clean. If the drip pans are not able to be cleaned, you can purchase new ones at Lowes for a few dollars (make sure to take the old ones with you to match them up). If you have a range top that won't lift up, take the drip pans and burners out and clean underneath the best you can. Next, shut the oven and broiler doors and let everything sit overnight allowing the product more than enough time to work effectively. Clean thoroughly after it has sat overnight. For particularly hard to clean parts and areas, SOS pads work great when used with oven cleaners.
- Your refrigerator and freezer can be cleaned inside and out with Lysol or Pine-Sol and water. Be sure to clean the top and all sides of the refrigerator and freezer doors.
- The pantry shelves and cupboards should be shop vacuumed and then wiped out with a solution of soapy water. Also do this to the base cabinets (underneath the sink, etc.), drawers and countertops (both kitchen and bathroom). Your kitchen and bathroom floors should be swept first then scrubbed with any of the products listed above and mopped.
- Replace any missing light bulbs.

### 5. Bathroom

- The best products available for cleaning your bathtub, tub walls, shower doors, shower door tracks and caulking are Tilex, Dow Scrubbing Bubbles, Lysol Basin Tub and Tile Cleaner, or the Works. Spray the whole shower compartment (especially the caulked areas) thoroughly. Let it sit for at least a half hour. Then take a toothbrush or other small brush and clean the shower door tracks and caulked areas (be careful not to scrub the caulked areas too hard, because you could pull the caulk away from the tile and ruin the seal.). After 30 minutes take a sponge and with water only wipe down the wall panels and shower doors.
- The bath walls will have splatters that could be toothpaste, soap or hair spray, etc. Please wash the walls with soapy water.
- Scrub the floor, especially around the toilet.
- Shop vac and wipe out the vanity cabinet.
- Wipe off the door and Knob and the towel bar holder.
- Clean the light fixtures and replace any missing light bulbs.
- Clean the medicine cabinet door outside with windex and inside the medicine cabinet.
- Clean the counter, faucets, toilet, behind the toilet bowl and the seat and the baseboard.

- Remove any shower curtains or shower curtain rings but leave the shower curtain rod.

#### 6. Windows

The blinds should be left down on all windows. The inside of all windows should be shop vacuumed and cleaned and the outside of all windows on the 1<sup>st</sup> floor should be cleaned with windex. Dust and clean window ledges and casing. Remove any curtains and brackets that you installed, do not remove the blinds. Removal of the blinds will result in a charge back to you.

#### 7. Basements

The basement must be emptied of all property and debris belonging to the resident. The floor should be broom swept or shop vacuumed and any major dust or cobwebs cleaned up.

#### 8. Outside Areas

The porches or decks should be broom swept and free from furniture and debris and cleaned of any grime other than normal outside dirt. All yard areas (front, side, and rear) must be clean of any furniture, debris, **cigarette butts**, and/or trash. The area around trash cans and/or dumpsters should be free from trash and/or resident items. You are not allowed to store trash around dumpsters or pile trash above the dumpster lid that will fall off or blow off the pile.

**Trash and Bulk Items: According to Columbus City Code 1301.15 - Illegal dumping, improper disposal of trash and bulk items is illegal. YOU ARE RESPONSIBLE for proper disposal of trash and bulk items, including: Couches, Mattresses, Small Appliances, Carpets, Desks, Dressers, and Other Furniture. These items CANNOT BE placed in or around regular trash dumpsters or abandoned in alleyways. Ohio State will provide bulk open-top dumpsters throughout the University District during move out time, so that students have easy access for disposal of bulk items. Please contact OSU Off Campus and Commuter Student Services for locations and times.**

#### 9. Charges for Damages Upon Move Out

We reserve the right to charge Residents for any repairs that are made upon move out, reasonable wear and tear excepted. Due to the shortage of time allotted between resident occupancies, the Landlord is under no obligation to do the repairs at the time of move out, however the Resident is still responsible for the damages. The following list of charges will be deducted from the security deposit if applicable: replacement of front door \$450 (unless custom size, then at cost), damaged or missing interior door \$275 (unless custom size, then at cost), replacement of door entry jamb \$350, missing or damaged exterior lock \$150, missing or damaged interior lock \$150, not leaving keys for interior lock \$150 per lock (rekey charge), not leaving keys for exterior lock \$150 per lock (rekey charge), replacing or hanging removed smoke detectors \$35 per smoke detector, replace missing or discharged fire escape ladders \$100 each, replacing missing or discharged fire extinguisher \$75, rehang taken down fire extinguisher \$25, replacing burned out light bulbs flat charge of \$25, broken or missing light globe \$75, replace light fixture \$100, replacement of stove \$600, replacement of refrigerator \$700, replacement of dishwasher \$400, clogged drain or toilet \$75, damages to floors (scratches in refinished surface) \$150 per room, carpet cleaning \$100 per room, drywall damage under 12"x12" \$75 per hole, drywall damage above 12"x12" \$250 per hole, replacement of carpet \$700 per room, painting that is needed because of drywall damage, scuff marks, or cigarette smoke stains \$250 per room, damage to vinyl floors—replacement \$1,000 per room, damages to tile floors—replacement \$1,500 per room, damages to countertops (at Owner Cost) for new installation of countertop, damaged cabinets \$300 per cabinet unless custom (then at cost), broken shower door \$175, hanging missing broken blinds \$35 per blind (unless custom sizes, then at cost), hauling furniture or any personal items home \$50 per item, hauling any excess garbage or furniture from yard or garbage area \$100 per item, cleaning of home \$75 per room (including kitchen, baths, and basement), replacement of stove drip pans \$50, cleaning of cold air return and supply vents \$50 each, extermination for cockroaches \$200 per treatment, extermination for ants \$150 per treatment, extermination for bed bugs will be based on professional contractors treatment cost, extermination of rats, squirrels, and other rodents \$150 per treatment.

**All personal items and furniture must be removed from the house, NO EXCEPTIONS.** Please leave the air conditioner in the auto position and in the cool position and set at 75 degrees when you leave. Anything large that will not fit in a dumpster must NOT be sat in an alley near a dumpster. This will be strictly enforced and we will deduct any charges that we accrue from hauling anything belonging to residents. **You must leave the residence in as good or better condition than you received it to ensure that a cleaning charge is not deducted from your security deposit. Please remember that if you moved in prior to August 15<sup>th</sup>, your home may not have been completely cleaned, however this does not mean that you do not have to clean the home when you move out.**

